

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

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Mayor Pro Tem Heather Carruthers, District 3
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Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date May 26, 2015

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF MAINTENANCE WORKER 5, FACILITIES MAINTENANCE, MARATHON IS NOW OPEN AT PAY GRADE 109 SALARY, \$37,839.46 - \$58,651.16 /40 HPW.
(DEPENDING ON QUALIFICATIONS)

• VETERANS PREFERENCE AVAILABLE:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
• SAFETY SENSITIVE POSITION:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
• GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
THIS POSITION: <input type="checkbox"/> IS A CAREER SERVICE STATUS POSITION	
<input checked="" type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION	

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PWPW001

MONROE COUNTY

JOB DESCRIPTION

Position Title: MAINTENANCE WORKER 5		Reports to: Director of Middle Keys Operations
Position Grade: 109	FLSA Status: Non-Exempt	Class Code: 109-58

GENERAL DESCRIPTION

Primary function is to perform at least two of the following services at Journeymen level or above: Carpentry, Plumbing, HVAC and/or Electrical in maintaining or improving County properties. Additional duties may include all activities of equal or subordinate positions.

KEY RESPONSIBILITIES

1. *Perform carpentry duties including door and frame installation; security lock installation and repairs; wall and roof framing; wood stair framing and installation; drywall installation, finish and repair; restroom and office accessories installation ; minor masonry and concrete installations and repairs; and/or
2. *Repair, maintain and perform all tasks associated with plumbing systems at County facilities and/or
3. *Repair, install and maintain electrical service, circuits, lighting and equipment at County facilities and/or
4. *Install, repair and maintain HVAC systems and equipment at County facilities. Maintain record keeping and proper disposal of Freon. EPA refrigerant certification required.
5. *Direct and/or perform maintenance and repair of all equipment.
6. *Communicate and coordinate with outside contractors regarding air conditioning and other systems.
7. *Complete purchase order requests, order and pick up materials.
8. *Complete daily work sheets on a daily basis.
9. Check and maintain tools and equipment in compliance with established tool control policies.
10. Keep work area clean and organized and use proper safety equipment and signage when warranted..
11. Acting area supervisor as needed.
12. * Maintains required qualifications for signing out inmate workers.
13. Other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: MAINTENANCE WORKER 5	Class Code: 109-58	Position Grade: 109
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School or equal required. Appropriate experience may be substituted. EPA Refrigerant Handling Certification. State Certified Air Conditioning Contractor preferred. Requires a valid Florida Driver's License.
<i>Experience:</i>	5 to 7 years minium amount of prior related work experience.
<i>Leadership:</i>	Work from a general outline of duties and responsibilities. Other employees assist in completing work.
<i>Complexity:</i>	Perform technical or trades-based work that requires a solid understanding of basic algebra and statistics OR use of heavy equipment. Some of the tasks performed include participating in data collection and detailed analysis; reporting on the accomplishment of specific departmental goals and tasks; OR operating or repairing heavy equipment (bulldozers, cranes, graders).
<i>Decision Making:</i>	Work in a responsive environment where co-workers or citizens bring problems for resolution. Responsible for determining the problem and creating an individual solution for the issue.
<i>Relationships:</i>	Work with more than ten coworkers who mostly engage in the same activities.
<i>Working Conditions:</i>	Work in a dynamic environment that requires being sensitive to change and responsive to changing goals, priorities, and needs. Intermittently balancing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, puling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. Also requires medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<i>On Call Requirements:</i>	May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>Kevin G. Wilson, P.E.</u>	Signature: <u>Beth Lett</u>	Date: <u>20 May 2015</u>
<i>County Administrator:</i>		
Name: <u>Debbie Frederick</u>	Signature: <u>Debbie Frederick</u>	Date: <u>5/26/15</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____